

Appendix L
Worksite Observation Guides

STED/ETJD
WORKSITE OBSERVATION GUIDE

Name of Site Visitor: _____

Name of Site/Organization: _____

Date and Time of Observation: _____

Activity Observed: _____

The following questions are intended to guide the observation. The goal is to capture participants' work experiences in varied settings. Jot down your notes from the observation and incorporate them in the write-up.

1. **Describe the Setting:** Where are participants working (inside, outside, warehouse, office setting, retail store, etc.)? What is quality of the work area (new, dingy, clean)? What types of materials or equipment are participants using?
2. **Describe the Participants:** How many participants are at the worksite? What are their ages, races, ethnicities? Do staff appear diverse and/or representative of participants? What is the ratio of staff to participants?
3. **Describe the Work Activities:** What kind of work are participants doing? Do participants look engaged in their work? How satisfied do the participants seem with the work? Do staff appear competent, caring, positive, respectful in their interactions with participants? What types of skills or experience do participants appear to be learning from the work?
4. **Describe the Interactions:** Are participants working independently or in groups? Do participants interact with each other? Do they interact with their worksite supervisor or any other staff, or does the worksite supervisor or other staff interact with them? If so, how? Are they being actively supervised or instructed on the work they are performing, or does the worksite supervisor check in with them periodically?
5. **Write down other relevant observations/dialogue/events:**